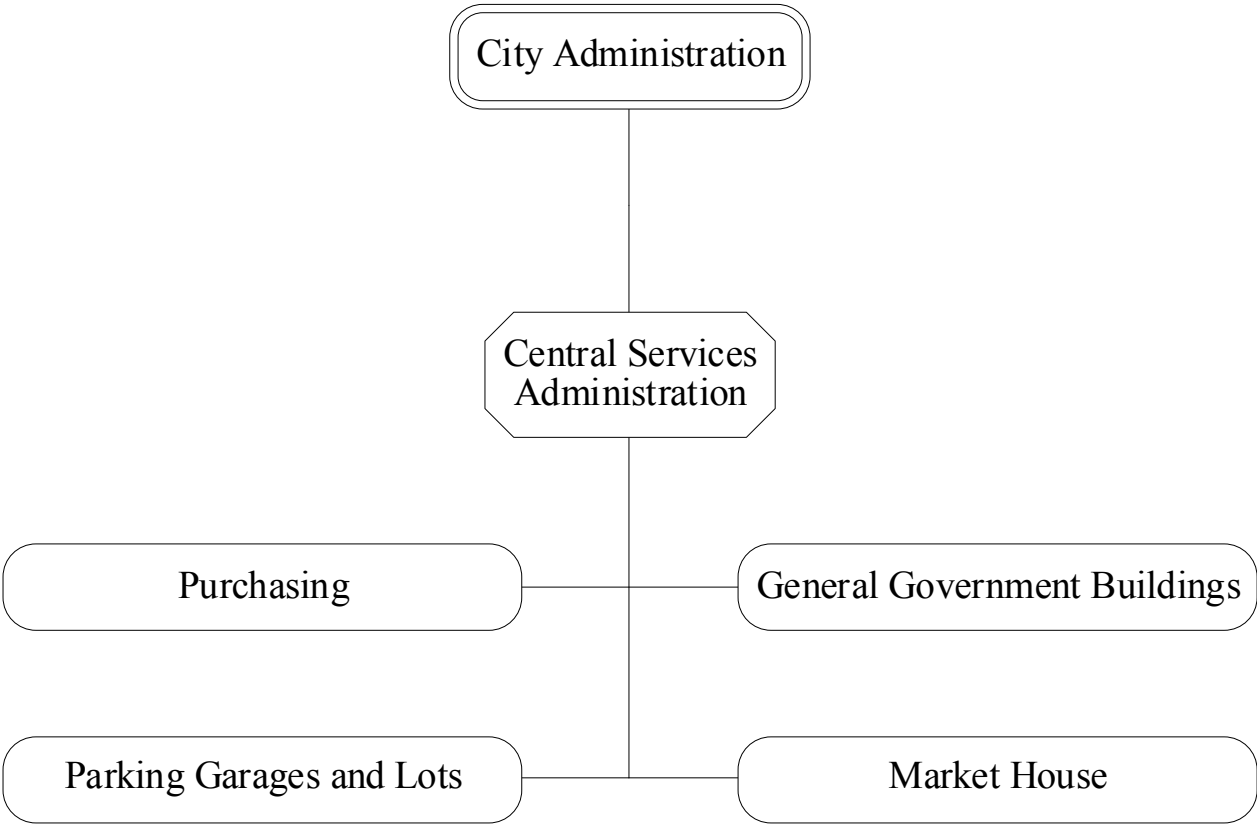


CITY OF ANNAPOLIS
Department of Central Services

Organization Chart



Department of Central Services

Fund Support:

General, Off Street Parking and Market Funds

Description:

The Department of Central Services consists of the Central Services Officer, Purchasing Agent, and such other officers, staff and employees as may be provided for by the City Council.

The Central Services Officer is responsible for maintenance and oversight of all City offices, governmental buildings, and City-owned or leased properties; maintenance of City communications systems and facilities, including, but not limited to, telephones, facsimile machines, and photocopiers; City purchasing services; property inventory records; capital budget oversight; space management and planning; City furniture and fixtures; management of the Market House and that area of City dock not otherwise under the authority of the Director of Public Works, and public off-street parking facilities.

Mission:

To support the City's service delivery

departments, administration, boards, commissions and committees, by planning, providing and maintaining the common infrastructure, equipment, services and vendor management necessary to perform their primary service and administration functions. To manage the City's Capital Budget, procure products and services, and to research or manage unique and special projects as requested by the departments and administration.

Goals:

- To provide fiscal and physical support services to the City's departments to allow them to accomplish their goals and objectives.
- To complete capital projects on time and within budget.

Accomplishments:

- Continued the West Street Reconstruction Project. Estimated completion-November, 2004.
- Knighton Garage is under construction. Estimated completion-October, 2004.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Administration	\$127,790	\$143,650	\$146,740	2.15%
Purchasing	239,280	245,590	253,230	3.11%
General Government Buildings	579,670	601,950	637,080	5.84%
Market House	72,210	75,230	42,060	-44.09%
Hillman Parking Garage	352,580	339,360	493,280	45.36%
Gott's Court Parking Garage	274,980	282,010	317,130	12.45%
Knighton Parking Garage	0	0	331,550	N/A
Parking Lots	34,260	45,500	47,910	5.30%
Total Expenditures	\$1,680,770	\$1,733,290	\$2,268,980	30.91%

Department of Central Services Staffing Summary

	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Administration	1	1	1
Purchasing	3	3	3
General Government Buildings	1	1	1
Market House	0	0	0
Parking Garages	0	0	0
Parking Lots	0	0	0
Department Total	5	5	5

Staffing Summary By Position - FY 2006 Permanent Positions

Total
FTE

Administration:

Central Services Officer 1

Purchasing:

Procurement Officer 1

Buyer 2

General Government Building:

Maintenance Technician 1

The Department of Central Services has a part-time Market House Manager position.

Central Services Administration

Department of Central Services

General Fund

Description:

Responsible for the supervision of the City's buildings and grounds, Purchasing, Dock, Market House, and public off-street parking facilities.

Services:

- Provides building operations and maintenance for all City buildings.
- To administer the operations of public off-street parking facilities.

Goals:

- Assist in the implementation of a comprehensive records management system.
- Develop and provide technical support for the City's Capital Improvement Program.
- Improve minority participation in the City's contracts and services.
- Maintain City buildings to provide pleasant working environment.
- Oversee renovation of Market House.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$127,790	\$142,500	\$145,590	2.17%
Other Operating Expenditures	0	1,150	1,150	0.00%
Total Expenditures	\$127,790	\$143,650	\$146,740	2.15%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Central Services Administration

Fund and Division # 110-41971

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$99,680	Appropriation needed as calculated on personnel detail.
Benefits	\$45,910	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$360	General office and computer supplies
Utilities	\$0	Utilities included under General Government Buildings
Education and Travel	\$790	Workshops; training seminars; Professional meetings
Repair and Maintenance	\$0	
Special Projects	\$0	
Leases	\$0	
Contract Services	\$0	
Capital Outlay	\$0	

Total \$146,740

Purchasing

Department of Central Services

General Fund

Description:

Responsible for negotiating purchase orders with various vendors and bid contracts for services and projects.

Services:

- Provides assistance to each department in purchasing materials and supplies and services required to operate successfully.
- Purchasing and competitive bidding.

Goals:

- To process 80% of requisitions within 10 days of receipt.
- Obtain cost savings of at least 5% through competitive bidding.
- Encourage minority suppliers' participation.

Accomplishments:

- Processed purchase orders in a timely fashion.
- Processed 2,320 purchase orders.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$220,990	\$228,350	\$235,990	3.35%
Other Operating Expenditures	18,290	17,240	17,240	0.00%
Total Expenditures	\$239,280	\$245,590	\$253,230	3.11%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Central Purchasing

Fund and Division # 110-41973

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$181,960	Appropriation needed as calculated on personnel detail.
Benefits	\$54,030	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$12,020	General office and computer supplies
Utilities	\$0	Utilities included under General Government Buildings
Education and Travel	\$4,520	Milage for POV travel
Repair and Maintenance	\$700	Computer, fax, time clock and printer repairs
Special Projects	\$0	
Leases	\$0	
Contract Services	\$0	
Capital Outlay	\$0	

Total \$253,230

General Government Buildings

Department of Central Services

General Fund

Description:

Responsible for the supervision of the City's buildings and maintenance of all City-owned and leased facilities.

compliance.

- Complete minor construction projects and repairs in-house.

Services:

- Provides building operations and maintenance for all City buildings.
- Provides an environmentally comfortable climate for employees to perform their daily tasks.
- Protects and enhances the City's facility assets by proper preventative maintenance.

Accomplishments:

- Continued uninterrupted adequate work environment.
- Provided a comfortable, safe environment for employees on a regular basis.
- Completed minor renovations to Planning and Zoning Department space.
- Installed handicapped lift at Harbormaster's Building.
- Complete construction of Knighton Garage.
- Initiated design of Annapolis Police Department renovation and addition.
- Complete design and renovation of market House.
- Complete design of Annapolis Community Recreation Center.

Goals:

- Develop and provide technical support for the City's Capital Improvement Program.
- To provide support assistance allowing departments to operate efficiently and effectively.
- Bring all City-owned facilities into ADA

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$64,970	\$69,900	\$69,030	-1.24%
Other Operating Expenditures	514,700	532,050	568,050	6.77%
Total Expenditures	\$579,670	\$601,950	\$637,080	5.84%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division General Government Buildings Fund and Division # 110-41975

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$48,360	Appropriation needed as calculated on personnel detail.
Benefits	\$20,670	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$12,180	Carpentry supplies, electrical supplies, Holiday greens; clothing; oil and lubricants
Utilities	\$98,800	Phone equipment in Council chamber-system charge. Fuel and electricity for City Hall and Annex.
Education and Travel	\$0	
Repair and Maintenance	\$199,600	Plumbing, roof, building, HVAC, electrical repairs.
Special Projects	\$0	
Leases	\$103,050	Rent for 93 Main St. Third floor
Contract Services	\$154,420	Janitorial, plumbing, alarm monitoring, telephone services
Capital Outlay	\$0	

Total \$637,080

Market House

Department of Central Services

Market Fund

Description:

vendors and customers.

The Market House, easily accessible from the City Dock, presents a variety of casual and affordable take-out food vendors to the public.

Services:

- Oversees the rental contracts of various food vendors.
- Maintains the HVAC, electric and plumbing systems.

Goals:

- To assure the sale of a wide variety of high-quality foods.
- To provide a comfortable environment for the

Objectives:

- To provide, on a continuing basis, an environmentally controlled climate.
- To continue to provide a visually appealing place for customers to purchase goods and services.
- Begin design of a Complete Renovation of the Market House.

Accomplishments:

- Numerous minor repairs and replacements.
- Began design of renovations to Market House.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$14,950	\$15,000	\$0	0.00%
Other Operating Expenditures	57,260	60,230	42,060	-30.17%
Total Expenditures	\$72,210	\$75,230	\$42,060	-44.09%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Market House

Fund and Division # 625-44400

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$560	Signs; display items
Utilities	\$31,500	Common area lighting; exterior lighting; Holiday tree
Education and Travel	\$0	
Repair and Maintenance	\$10,000	HVAC; electrical, plumbing, painting; health dept equip; concrete; window replacement
Special Projects	\$0	
Leases	\$0	
Contract Services	\$0	
Capital Outlay	\$0	

Total

\$42,060

Off Street Parking

Department of Central Services

Off Street Parking Fund

Description:

Manage the municipal off-street parking facilities: Gotts Court and Hillman Garages, Donner, Fawcett, Larkin and South Street surface lots.

Services:

- Administer the contractual agreement for management and operation of the two garages and four surface lots.

Goals:

- Promote utilization and cost effectiveness of parking facilities.

- Enforce municipal parking contract and regulations.

Objectives:

- Increase total number of autos using off-street parking facilities.
- Increase net revenues from off-street parking facilities.
- Resurface decking to prevent water intrusion into joints and beams.
- Increase community satisfaction with off-street parking.
- Complete construction of Knighton Garage.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$0	\$0	\$0	N/A
Other Operating Expenditures: Lots	34,260	45,500	47,910	5.30%
Other Operating Expenditures: Garages	627,560	621,370	1,141,960	83.78%
Total Expenditures	\$661,820	\$666,870	\$1,189,870	78.43%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division OSP - Hillman Garage

Fund and Division # 623-44211

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$850	Signs; computer supplies; paint; office supplies; plantings
Utilities	\$24,300	Lights; signs; ticket machines;
Education and Travel	\$0	
Repair and Maintenance	\$41,510	Concrete, electrical, HVAC, ticket dispensers; gates; elevators
Special Projects	\$0	
Leases	\$0	
Contract Services	\$426,620	Management contract for parking services
Capital Outlay	\$0	

Total \$493,280

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division OSP - Gotts GarageFund and Division # 623-44212

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$850	Signs; computer supplies; paint; office supplies; plantings
Utilities	\$29,950	Lights; signs; ticket machines;
Education and Travel	\$0	
Repair and Maintenance	\$16,910	Concrete, electrical, HVAC, ticket dispensers; gates; elevators
Special Projects	\$0	
Leases	\$0	
Contract Services	\$269,420	Management contract for parking services
Capital Outlay	\$0	

Total

\$317,130

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division OSP - Knighton Garage Garage Fund and Division # 623-44213

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$850	Signs; computer supplies; paint; office supplies; plantings
Utilities	\$15,000	Lights; signs; ticket machines;
Education and Travel	\$0	
Repair and Maintenance	\$5,000	Concrete, electrical, HVAC, ticket dispensers; gates; elevators
Special Projects	\$0	
Leases	\$0	
Contract Services	\$310,700	Management contract for parking services
Capital Outlay	\$0	

Total \$331,550

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division OSP - Parking LotsFund and Division # 623-44220

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$500	Signs; paint; plantings
Utilities	\$5,600	Lights; signs; ticket machines;
Education and Travel	\$0	
Repair and Maintenance	\$0	
Special Projects	\$0	
Leases	\$0	
Contract Services	\$41,810	Management contract for parking services
Capital Outlay	\$0	

Total

\$47,910